



USF Job Class Description
JOB CODE: 4424
JOB TITLE: Academic Advisor I
JOB FUNCTION:
PAY PLAN: 21
CAREER BAND: E
FLSA: Exempt
Effective Date: 12/11/18

Job Title: Academic Advisor I

Job Summary

An Academic Advisor advises students concerning their academic plans and progress, academic schedule, choice of major, and other academic activities and career goals, to assist the student in making decisions concerning personal educational goals leading to graduation.

Nature of Work

This position reports to a Chair, Department Head, or other appropriate administrator at a University of South Florida campus. This is a professional non-instructional advising position supporting an academic department, college, or central advising office on a USF campus. This position requires considerable contact with students through individual interviews, and group meetings and workshops. This contact requires demonstrated human relations and communication skills, and is distinguished by this requirement from advising support positions that are primarily administrative in nature. Academic Advisors are expected to possess extensive knowledge about academic programs, policies, procedures, and student support services within the scope of their responsibilities. They must be able to interpret student needs and provide individualized service, as well as dealing with students who may be confused or demanding.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Advise students individually and/or with groups regarding academic core and/or departmental requirements, appropriate class selection, academic policies and procedures, and campus resources.
- Assist students with identification of long term goals and career plans.
- Work to position students to meet requirements for graduation within appropriate periods of time while preparing them to meet future goals.
- Advise special populations of students within scope of responsibility, such as new or transfer students, undeclared majors, minority groups, etc., assisting in exploration of academic programs, and focusing on academic direction, procedures, policies, and available resources.
- Maintain advising records and confidential student evaluation records.
- Utilize USF information systems to support delivery of advising services.

- Serve on appropriate department, college and/or campus advisory committees.
- Perform related duties as required or deemed necessary to meet the Academic Advising goals within the Advisor's scope of responsibility.

Minimum Qualification Requirements

This position requires a Bachelor's degree in Education, Counseling or academic field directly related to the Advisor's specific responsibilities with a minimum of one year of experience in advising or related academic functions within higher education. Work experience may not be substituted for the Bachelor's degree requirement for this position.